



## HSA Evaluation Grant Frequently Asked Questions (FAQ)

The questions below were submitted by applicants during the pre-application question period (which ended August 29, 2014) and are available to assist all applicants in completing the HSA Evaluation Grant application.

### RESEARCH APPROACH

**1. Are the behavioral outcomes already defined by OSSE?**

Behavioral outcomes will be defined by the applicant in their application. Applicants are encouraged to use the [Healthy Schools Act Theory of Change](#) to inform specific behavioral outcomes. After the grant is awarded OSSE may work with the grantee to further define desired behavioral outcomes.

**2. Does OSSE have a Community Assessment that has already been created or would the grantee create the assessment?**

The grantee will create the Community Assessment.

**3. Are grant resources intended to be provided directly to schools so they can implement the intervention?**

Grant resources may be provided directly to schools to implement the intervention, but this is not required. The grantee will determine the best way to implement the selected interventions and this will be dependent upon the research approach and selected intervention.

**4. The RFA says at least 6 schools, but is there a number of students that OSSE is looking for?**

OSSE does not have an expected number of students that must be included in this research. This will depend on the data collection activities that are planned, as well as time and funding.

Ultimately we would like to have a student sample size that will provide statistically sound data that can be generalized to the entire population of elementary school students in the District.

**5. Are the secondary research questions intended only to cover facilitators and barriers as they manifest themselves in the control and intervention schools or does the evaluation need to address these issues District-wide in all schools?**

Secondary research questions are intended to be answered for the schools in which research is taking place. However, the intent of the research is to be generalizable to all DC public and public charter elementary schools.

**6. Is an opt-out approach sufficient for parental consent?**



This will be determined by the Institutional Review Board (IRB) approving the research. The grantee is responsible for obtaining IRB approval.

**7. What rules or restrictions are there on offering incentives to families to participate in the study?**

Incentives must promote student, family, or school health such a cookbook or garden supplies. Neither money, food, nor gift cards can be used as incentives.

**8. Does OSSE expect all data collection activities to be conducted in English or should the technical and budget proposals reflect the need to collect data in multiple languages? If the latter, which languages does OSSE anticipate will be needed?**

Data collection and baseline activities should be conducted in a way that reflects the cultural and language needs of District students and families. The top five languages other than English spoken by District students, in order of frequency, are: Spanish, Amharic, French, Chinese, and Arabic. 74% of students are Black or African American, 19% are White, 2% are American Indian or Alaska Native, 2% are Asian, 1% are Black or African American and White, and 1% are other multi-ethnic.

**9. How many schools (and how many students in those schools) are participating in the HSA and therefore eligible to participate in the evaluation?**

All public and public charter schools (and all students in those schools) participate in the HSA and are therefore eligible to participate.

**10. Have any HSA participating schools already been designated as comparison schools, or do the researchers have input into the process of identifying study schools?**

The grantee will identify the study (intervention and control) schools in conjunction with OSSE.

**11. Does OSSE anticipate comparison schools will need to be incentivized to participate fully in the evaluation study? If so, is the contractor responsible for providing incentives, especially to control schools, to encourage participation in the study (e.g., in order to complete surveys)?**

Any incentives would have to be included in the budget. For additional information please see question 7 in this section and the “Funding” section of this FAQ.

**12. Will schools that are identified through the community assessment data be required by OSSE to participate or is school-level participation voluntary?**

Participation on behalf of the schools is voluntary. The Community Assessment would be done after the schools are chosen and would help to guide the specifics of the intervention.



- 13. Has someone at OSSE (or elsewhere) conducted a power analysis to ensure that the projected 6 participating schools (and 4 comparison schools) actually yields enough power to detect small to medium differences?**

No, this has not been done. The number of students in the schools will be a factor in choosing the schools.

## **FUNDING**

- 1. Do you expect to fund this incrementally each year or all at once? Is there an expectation of even expenditure each year, or more of an “S” path of expenditure?**

The \$2.4 million is the total funding available over the three year grant period. Expenditures can occur at a pace deemed appropriate by the grantee as presented in the budget submitted with their application.

- 2. Can food be bought with grant funds?**

Food, including food for participant incentives, may not be bought with the grant funds.

- 3. Are there standard Terms and Conditions that could be made available so that we can better understand the DC competitive funding regulations?**

Terms and Conditions are available in both the [Narrative Form](#) and [Documents Form](#), and in the [Request for Applications](#). Please review all Terms and Conditions carefully.

- 4. Are subcontracts bound by the same restriction regarding indirect rate (8% maximum) as the grantee? May grantees enter into fixed price subcontracts with subcontractors?**

It is up to the discretion of the grantee to enter into contracts with other entities. If a subcontractor fails to meet the terms of their contract with the grantee, OSSE is not responsible and will still expect that all terms and conditions of the grant are met in accordance with the timeline indicated in the Request for Applications. Any contracts that is enter into with other entities does not involve OSSE, and OSSE will not be a party to those contracts and will not be liable to any items in said contracts. The grantee is beholden to all terms of their grantee agreement with OSSE.

- 5. What is the funding source for this grant?**

This grant is funded with local (District of Columbia) money.

## **TIMELINE**

- 1. Is there a date anticipated for the grant to be awarded?**



An award date has not been selected, but we are planning for a quick turnaround time as the funding will be available beginning October 1, 2014.

**2. Can the intervention start before Fall 2015?**

The intervention may start before Fall 2015.

**3. Can the collection of baseline data end before June 1, 2015?**

Data collection may end before June 1, 2015.

## **HEALTHY SCHOOLS ACT BACKGROUND**

**1. The HSA began in 2010. Has OSSE funded evaluation studies earlier and, if so, what organization was the lead, and what kind of reports are available to applicants?**

OSSE has not previously funded any outcome evaluation studies. OSSE is required to report on the implementation of the HSA yearly to the Mayor and City Council. These reports may be found [here](#). OSSE also collects School Health Profiles data from all schools each year and this data can be made available to applicants. If you wish to obtain this data, please complete the [OSSE Data Request Form](#).

**2. Will schools be provided with other resources to implement the intervention beyond what is available through the evaluation?**

Some schools are recipients of [School Garden Grants](#), [Physical Activity Grants](#), [Farm Field Trip Grants](#), or participate in other grant programs through the Division of Wellness and Nutrition Services including the [School-Based Physical Education and Physical Activity Program](#). Participation in these programs will be taken into account by OSSE and the grantee when selecting schools to participate in this research.

## **SUBMISSION REQUIREMENTS**

**1. In the application, how extensive a literature review do you expect?**

Applicants should follow the rubric laid out in the [Narrative Form](#). The inclusion and length of a literature review to support each of these sections is up to the discretion of the applicant.

**2. Of the three documents that we submit for the application, within which one can letters of support from partners be include?**

If an applicant wishes to provide letters of support, they may be sent to [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov) in one PDF with the title "EvaluationGrant15\_Institution/CompanyName\_Letters". Letters of support are not required and must not exceed 5 pages.



**3. Does the data use form need to be completed with the submission?**

All three documents ([Narrative Form](#), [Documents Form](#), and [Budget and Timeline Template](#)) need to be completed with submission. A new version of the Documents Form was posted online on August 20<sup>th</sup>.

**4. Is there a page limit for each section of the application?**

The required [Narrative Form](#) has character limits.

**5. Is the character count with or without spaces?**

The character count includes spaces.

**6. Can an organization apply as a partner in one application and also as the lead on another application?**

An organization may be included on more than one application; however, they may only be the lead organization on one application.

**7. Are appendices allowed?**

Appendices are allowed and not to exceed five (5) pages. If including appendices, please provide them in one (1) PDF file to [nancy.katz@dc.gov](mailto:nancy.katz@dc.gov). The name of the file and subject of the email should be, "EvaluationGrant15\_Institution/CompanyName\_Appendices." Resumes/CVs are not required to be included in the appendices. Biographies may be included.

**8. Are there regulations that require more than 50% of the employees on the grant live in the District?**

There are no residency requirements for the awarded project staff.

**9. Is there a narrative for the Healthy Schools Act Theory of Change?**

There is currently not a narrative for the Theory of Change. The dotted lines are for ease of viewing the model to see direct relationships between school-level activities and student-level outcomes.



## **OTHER**

- 1. Has a group, organization, or individual outside of OSSE been involved in the conceptualization, design or development of the Healthy Schools Evaluation (or this RFP)?**

The Healthy Youth and Schools Commission which is made up of 13 appointed (by the Mayor) Commissioners has been involved in the discussion of the evaluation. In addition, public stakeholders that attend the HYSC meetings have had the opportunity to provide input.